

Finance & Utility Committee Meeting Minutes
Wednesday, August 23, 2017

The Committee meeting was called to order at 6:00 p.m. by Mayor Jeff Snoots. Those present included: Mayor Jeff Snoots, Council Member Carroll Jones, Council Member Tom Smith, City Administrator David Dunn, Superintendent WWTP Patrick Hoffmaster, Planning & Zoning Administrator Bruce Dell, Superintendent WTP Mathew Campbell, Chief of Police Milt Frech, Asst. Director of Public Works Neil Wilhelm, and City Clerk Carrie Myers.

Sale of H St Lots – Received one bid for purchase. Eric Moore General Contracting, LLC has offered \$62,400 for both lots. They will be responsible for capacity fees and connection to the Main on one lot. Recommend to move forward to M&C.

811 West Potomac St – Joe Mason, Davenport & Company presented preliminary funding options for DPW/PD building.

Engineering Services Contract – Committee reviewed Jeff Holtzinger’s contract proposal for engineering services. Dave received another quote which was higher. Recommended to move to M&C for appointment.

Sidewalk Loan Program – Committee discusses option for FY 18 sidewalk replacement program. Consensus was to forward to Council with the following terms;

- Residential program only
- Start in B2 and B3 zones
- Loan program quarterly payments, 5 year term, 0% interest, and 20% down
- Legal action after 4 quarters of non-payment

Berlin Cemetery – Diane Ellis and Jeff Batson presented. Requesting funding for Phase I.

- Gravestone repairs - \$10,000.
- Landscaping - \$15,000.
- Landscaping 1 year maintenance contract - \$4,400
- Entrance sign - \$600

Total - \$30,000

All items will be bid according to City procurement process.

The meeting adjourned at 7:30 pm.

Prepared and submitted by Dave Dunn